

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET
FOR FISCAL YEAR BEGINNING JULY 1, 2018

RESOLUTION _____

Sponsor(s): Mayor Weinberger;
Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Eighteen

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each
2 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
3 department and branch of the City government for the next fiscal year to be known as the “budget;” and

4 WHEREAS, the CAO presented a complete “draft CAO Reviewed FY19 Budget” on May 7, 2018
5 and the Administration subsequently met with the City Council for four budget meetings in May in which
6 each department presented their proposed budget and responded to questions; and

7 WHEREAS, the Mayor provided on June 15, 2018, to the Board of Finance and the City Council a
8 Recommended Budget for the Fiscal Year beginning July 1, 2018, which is an estimate of the necessary
9 appropriations to cover the expenditures of each fund, department and branch of City government, an estimate
10 of the revenues from sources other than property taxation, including certain operating transfers, and an
11 estimate of the amount to be raised by taxation upon real and personal property within the City of Burlington
12 (“the Mayor’s Budget”); and

13 WHEREAS, on June 18, 2018, the Board of Finance reviewed the Mayor’s Budget and recommended
14 that the City Council approve it; and

15 WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and
16 make annual appropriations by June 30, 2018, for the Fiscal Year beginning July 1, 2018 (“Fiscal Year
17 2019”); and

18 WHEREAS, cost of living compensation adjustments, health insurance contribution rates, and
19 retirement contribution rates for Fiscal Year 2019 for eligible City employees who are not covered by a
20 collective bargaining agreement shall be made under separate resolution; and

21 WHEREAS, a public hearing will be held on June 18, 2018 to set the common area fees for the Church
22 Street Marketplace;

23
24 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the
25 estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables

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BEGINNING JULY 1, 2018

26 of the Mayor's Budget, are hereby adopted as the annual appropriation and budget of the City of Burlington
27 for the Fiscal Year beginning July 1, 2018 ("FY19 Budget"); and

28 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make
29 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY19 Budget line
30 item from which that expenditure is to be made; and

31 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund
32 departments or programs noted in the previous paragraph ("non-General-Fund departments"), including but
33 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not
34 available for expenditure until a corresponding revenue amount is received or unless additional revenues are
35 reasonably expected to be received within six months of the expenditure; and

36 BE IT FURTHER RESOLVED that at the close of Fiscal Year 2019 no non-General-Fund department
37 shall have incurred any debt to the City's Main Operating Sweep Account in addition to that owed at the close
38 of Fiscal Year 2018 without prior approval of the Mayor and City Council; and

39 BE IT FURTHER RESOLVED that the unexpended balances from prior years' appropriations made
40 for any non-General-Fund departments, including but not limited to debt service reserves and insurance
41 reserves, shall be carried over to the FY19 Budget upon determination by the Chief Administrative Officer of
42 the availability of such unexpended balances; and

43 BE IT FURTHER RESOLVED that \$1,000,000 from the fund balance of the Traffic Capital Fund
44 (Department of Public Works Fund 764) shall be used to pay down \$1,000,000 of capital debt related to
45 parking facilities; and

46 BE IT FURTHER RESOLVED that the following unexpended appropriations (net of actual revenues
47 against actual expenditures) from Fiscal Year 2018 shall be carried over to the FY19 General Fund
48 Departmental Budget upon determination by the Chief Administrative Officer of the availability of such
49 funds, to be used as follows:

50 FY 18 Fund Balance (Department of Public Works 101-19-154 Building Permits Surplus): \$175,000
51 to be appropriated within the FY 19 Non-Departmental Interfund Transfer Budget to the Housing Trust Fund
52 (which with other funds will add \$175,000 to the Housing Trust Fund over and above revenue raised by the
53 Housing Trust \$.0054 tax rate in FY 19);

54 FY 18 Fund Balance (Non-Departmental Fund 101-00 unspent budgeted expenditure): \$60,000 to FY
55 19 Non-Departmental revenue account # 4720 to support a pilot to expand the months of operation of the
56 Warming Shelter, which will be paid from Non-Departmental account # 7710, Project Subsidies;

57 FY18 Fund Balance (Non-Departmental Fund 101-00 unspent budgeted expenditure): \$25,000 to
58 FY19 Non-Departmental revenue account #4720 to pay BTV Ignite annual fees that were not collected in FY
59 18 which will be paid from Non-Departmental account #7710, Project Subsidies;

60 FY18 Fund Balance (Non-Departmental Fund 101-00 unspent Consultant Services expense): \$50,000
61 to FY19 Non-Departmental revenue account #4720 to fund the analysis of customer service capabilities and
62 needs across City departments which will be paid from Non-Departmental account #6500_118, Consultant
63 Services;

64 FY18 Fund Balance (Non-Departmental Fund 101-00 unspent Consultant Services expense): up to
65 \$15,000 to FY19 Non-Departmental revenue account #4720 to fund the completion of the fleet maintenance
66 analysis started in FY18 which will be paid from Non-Departmental account #6500_118, Consultant Services;

67 FY18 Fund Balance (Non-Departmental Fund 101-00 unspent Contingency): \$65,000 to FY19 Clerk
68 Treasurer (101-04) account #4720 to help fund expenses for three city-wide elections which will be paid out
69 of Clerk Treasurer account #6238, Elections;

70 FY18 Fund Balance (FY19 Budgeted Surplus): \$78,750 to the FY 19 City Attorney (101-05) revenue
71 account # 4720 to fund a part-time Policy and Compliance Specialist position which will be paid from account
72 #5000_100, Salaries;

73 FY18 Fund Balance (Assessor Fund 101-07 unspent budgeted expenditure): \$25,000 to FY19 Assessor
74 revenue account #4720 to fund professional appraisal work required to respond to anticipated appeals which
75 will be paid from Assessor account #6500_118, Consultant Services;

76 FY18 Fund Balance (Information Technology 101-10 unspent Software Licensing Fees): \$90,000 to
77 FY19 Assessor revenue account #4720 to fund the anticipated transfer to the reappraisal reserve which will be
78 paid out of Assessor account #6315, Reappraisal Reserve;

79 FY 18 Fund Balance (Information Technology 101-10 Unspent Consultant Services FY17 Carry
80 Forward): \$167,500 to FY 19 Information Technology revenue account # 4720 to fund projects not completed
81 in FY 18 which will be paid from IT account #6500_118, Contractual Services;

82 FY 18 Fund Balance (Information Technology 101-10 Unspent Consultant Services): \$7,500 to FY 19
83 Information Technology revenue account # 4720 to fund permit reform-related work not completed in FY 18
84 which will be paid from IT account #6700_100, Training Education;

85 FY18 Fund Balance (Self Insurance Fund 150 unspent medical claims expense): \$20,000 to FY19 Fire
86 (101-15) revenue account #4720 to fund contracting of a mental health support counselor which will be paid
87 from Fire account #6500_118, Consultant Services;

88 FY18 Fund Balance (Non-Departmental 101-00 unspent Consultant Services expense): \$25,000 to
89 FY19 Fire revenue account #4720 to fund Burlington's share of the cost (40%) to hire a consultant to explore
90 issues and opportunities for management of a regional dispatch service which will be paid from Fire account
91 #6500_118, Consultant Services;

92 FY18 Fund Balance (Information Technology 101-10 Unspent Consultant Services FY17 Carry
93 Forward), \$35,000 to FY19 DPW-Recycling revenue account #4720 to fund a study of consolidated collection
94 opportunities to be paid from DPW-Recycling account #6500_118, Consultant Services;

95 FY18 Fund Balance (Information Technology 101-10 Unspent Consultant Services FY17 Carry
96 Forward); \$18,000 to FY19 Non-Departmental account #4720 to provide one-time funding for emergent
97 program needs which will be paid from Non-Departmental Contingency account 7850;

98 FY18 Fund Balance (Budgeted Surplus); \$18,500 to FY19 Parks revenue account #4720 to provide
99 funding for a pilot of the expansion of lifeguard services at North Beach, which will be paid from Parks North
100 Beach account 5000_115, Salaries & Wages, Seasonal & Temporary;

101 FY 18 Fund Balance (Self Insurance Fund 150 unspent budgeted expenditure): \$500,000 to Health &
102 Dental Insurance Fund 150 account #4720 to pay for any consulting assistance and implementation of any
103 Council-approved plans designed to reduce the cost of health insurance which will be paid from the Health &
104 Dental Insurance account 6500_118 Consultant Services;

105 FY18 Fund Balance (Non-Departmental 101-00 unspent budgeted expenditure): \$100,000 to Non-
106 Departmental account #4720 to use toward the FY19 Class A retirement liability which will be paid from
107 Retirement Account #6900_100 Claims and Benefits Retirement; and

108 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a reserve fund is
109 hereby created, to be funded with up to \$460,000 from the FY18 Fund Balance (CEDO Fund 101-38 unspent
110 budgeted expenditure), upon determination by the Chief Administrative Officer of the availability of such
111 funds, which shall be invested in the same manner as other public funds and shall be used in support of the

112 City's Early Learning Initiative; and that these funds will support projects recommended by the Early
113 Learning Initiative Grant Committee and reviewed and proposed by the Mayor to City Council; and that these
114 funds will increase the availability of high-quality infant and toddler child care slots by 2020 for children from
115 Burlington families with a special emphasis on children from low-income households; and

116 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a reserve fund is
117 hereby created, to be funded with up to \$250,000 from the net surplus of the FY18 Health and Dental
118 Insurance Fund 150 and Self Insurance Fund 175 budgets, upon determination by the Chief Administrative
119 Officer of the availability of such funds, which shall be kept in a separate account invested in the same manner
120 as other public funds, and shall be used only to pay for health and dental claims by individuals covered under
121 the City's health and dental benefit plans that are greater than the amount budgeted for that fiscal year, and
122 which fund shall be funded to a maximum fund balance of 5% of annual budgeted health and dental claims,
123 and

124 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a reserve fund is
125 hereby created, to be funded with up to \$250,000 from the net surplus of the FY18 Health and Dental
126 Insurance Fund 150 and Self Insurance Fund 175 budgets, upon determination by the Chief Administrative
127 Officer of the availability of such funds, which shall be kept in a separate account invested in the same manner
128 as other public funds, and shall be used only to pay for worker's compensation claims by individuals covered
129 under the City's Worker's Compensation Insurance that are greater than the amount budgeted for that fiscal
130 year, and which fund shall be funded to a maximum value of \$500,000, and

131 BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for Fiscal
132 Year 2019 shall be as set forth in the section of the FY19 Budget titled Personnel Listing, except that because
133 the budgeted positions are based on attrition trends and anticipated staff efficiencies, any determination to
134 eliminate or reclassify any existing staff position is subject to appropriate approvals according to the City's
135 Personnel Policies and any applicable union contract; and

136 BE IT FURTHER RESOLVED that no vacancy in any position shall be posted, advertised, or filled
137 without advance approval of the Chief Administrative Officer; and

138 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as
139 "Total Compensation Contingency," with an amount of \$20,000, which the Chief Administrative Officer may
140 move to the operating budgets as needed to cover contingencies related to compensation/benefits of General
141 Fund staff; and

142 BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make
 143 expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation
 144 of certain capital improvements or other obligations. The City may intend that such expenditures, including
 145 but not limited to parking and terminal improvements at the Burlington International Airport, downtown
 146 parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other
 147 obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to
 148 reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer
 149 is hereby authorized and designated as a representative of the City to adopt an *official* intent, on behalf of the
 150 City, to determine, in each case, whether an approved expenditure for capital improvements will be
 151 reimbursed with the proceeds of bonds or other form of obligation; and

152 BE IT FURTHER RESOLVED that the fees charged by Planning & Zoning shall be set as provided on
 153 the attached FY2019 Fee Schedule; and

154 BE IT FURTHER RESOLVED that effective July 1, 2018, the monthly rates for customers with both
 155 water and wastewater connections shall be increased for water from \$4.11 to \$4.31 per 100 cubic feet and for
 156 wastewater from \$5.49 to \$5.82 per 100 cubic feet; and

157 BE IT FURTHER RESOLVED that effective July 1, 2018, the monthly rate for water only
 158 connections shall be increased from \$4.19 to \$4.39 per 100 cubic feet; and

159 BE IT FURTHER RESOLVED that effective July 1, 2018, the monthly stormwater rates shall remain
 160 the same at \$2.47 per ISU (impervious surface unit or one thousand square feet); and

161 BE IT FURTHER RESOLVED that investment management fees and related administrative
 162 expenditures of the Burlington Employees Retirement System shall be funded from the investment returns of
 163 the Retirement Fund and shall not exceed \$700,000 in the fiscal year ending June 30, 2019, but other
 164 operating expenses, including retirement employee wages, shall be paid by contributions to the Fund; and

165 BE IT FURTHER RESOLVED that the Medcomp rate for those remaining eligible for it shall be
 166 \$131.63 per month for a single person, and \$204.59 for a single + one and the monthly COBRA premium
 167 equivalent for health and dental insurance shall be as follows:

	Health	Dental
168		
169	Single \$ 798.60	\$ 28.60
170	Single +1 \$1,517.34	\$ 52.40
171	Family \$2,236.08	\$ 88.09;

172 and

173 BE IT FURTHER RESOLVED that except as otherwise provided herein any amounts held in a reserve
174 fund for more than one year shall be identified as part of the budget presentation process; and

175 BE IT FURTHER RESOLVED that the \$50,000 in the FY19 Budget allocated for City Councilor-
176 Requested Initiatives, contingent on the development by the Board of Finance or City Council of a plan for
177 verifying requests, monitoring, and assessing the use of funds, shall be allocated as follows (as presented to
178 the Board of Finance and City Council on June 18, 2018):

179 (1) \$10,000 to Burlington Wildways, a Burlington Trails & Natural Lands Conservation and
180 Connection Initiative, to support its next steps.

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City of Burlington, VT
Department of Planning and Zoning
FY2019 Fee Schedule - PROPOSED

Development Applications and Permits	Applicable Fee
Administrative Review	
Administrative Conference:	no charge
Administrative Determinations:	\$150
Awning Permit: <i>(without signage)</i>	\$80
Basic Zoning Permit: <i>(non-design control RL)</i>	\$80
Fence Permit:	\$5980
Sign Permit:	\$10 filing fee; and \$80 per sign. (less 50% if sign is part of an approved Master Sign Plan)
Certificate of Appropriateness (COA) Level I: <i>For a permitted change of use and projects with an Estimated Construction Cost (ECC) of \$242X,000 or less^{F, H}</i>	\$80
Certificate of Appropriateness (COA) Level II: <i>{For projects with an Estimated Construction Cost (ECC) greater than \$242X,000^{F, H} as permitted under Sec. 3.2.7(b) of the CDO}</i>	
A. <u>Application Fee</u>	1. \$110; and, 2. \$2 per \$1,000 of ECC
B. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$4.50 per \$1,000 of ECC
Certificate of Appropriateness (COA) Level III: <i>For Lot Line Adjustment and Lot Merger - <u>no new lots created</u></i>	1. \$10 filing fee; and, 2. \$100 per lot involved
DRB Review	
Sketch Plan Review:	
A. Initial Review	\$300 per Board per visit
B. Subsequent Review	\$250 per Board per visit

Commented [DEW1]: To be consistent with Basic

Commented [DEW2]: To keep it consistent with others
Fiscal impact - we issue ~60-80 sign permits each year

Development Applications and Permits	Applicable Fee
<u>Certificate of Appropriateness (COA) Level II:</u>	
<i>For projects with an Estimated Construction Cost (ECC) greater than \$242X,000^{F, H}</i>	
A. <u>Application Fee</u>	1. \$100; and , 2. \$2 per \$1,000 of ECC
B. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$4.50 per \$1,000 of ECC
<u>Certificate of Appropriateness (COA) Amendment:</u> <i>(based upon original ECC of total project)</i>	
-\$110; and, -\$0.50 per \$1,000 of ECC	
<u>Certificate of Appropriateness (COA) Level III:</u>	
<i>For Planned Unit Development or Subdivision</i>	
Preliminary Plat:	
A. <u>Application Fee</u>	1. \$200 and 2. \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
B. <u>Development Review Fee</u> <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC
Final Plat:	
A. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200; and , 3. \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
B. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
Preliminary/Final Combination:	
A. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200; and , 3. \$4 per \$1,000 of ECC; or \$300 per lot if subdivision only.
B. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
<u>Conditional Use, Variance, Major Impact, Public Hearings and Appeals:</u>	
Conditional Use or Variance: <i>(in addition to any applicable COA fees)</i>	\$150
Major Impact Review: <i>(in addition to any applicable COA fees)</i>	1. \$210; and , 2. \$1.10 per \$1,000 of ECC
Other matters requiring an action by the DRB: <i>(Time extensions, Master Sign Plan, etc.)</i>	\$150

Commented [DEW3]: Never actually used

Development Applications and Permits	Applicable Fee
Appeals to the DRB: <i>Appeals of Administrative Officer & Code Enforcement decisions to the Development Review Board</i>	\$250

Other Fees	Fee
Impact Fees Visit: www.burlingtonvt.gov/PZ/Impact-Fees .	
Documents, Copies, etc.	
A. Audio Tapes	\$3.50 per tape
B. File Research	\$20.00 per hour
C. <u>Planning Documents</u> : Municipal Development Plan, Comprehensive Development Ordinance, etc.	actual cost of publication (hardcopy or CD)
D. Postage and Handling	\$4.00 (in state) \$5.00 (out of state)
E. Photocopies	\$0.10 per page (B&W) \$1.00 per page (Color)
F. Paper Zoning Map (24x36, color)	\$15.00 per map
G. Digital Maps (PDF format and emailed only)	no charge

Other Related Fees - FYI	
Zoning Compliance Report Request: <i>Fee assessed by, and paid to, the Burlington Code Enforcement Office</i>	<u>\$35</u>
Zoning Certificate of Occupancy: <i>Fee assessed by, and paid to, the Burlington Code Enforcement Office</i>	
A. <u>Final Certificate of Occupancy</u>	1. <u>\$30^E and,</u> 2. <u>10% of all zoning and conditional use permit application fees.</u>
B. <u>Temporary Certificate of Occupancy</u>	<u>\$150 each</u>
C. <u>“After-The-Fact” Zoning Certificate of Occupancy</u>	<u>see attached schedule</u>
Appeals of DRB decisions to the VT Superior Court – Environmental Division. Visit: www.vermontjudiciary.org/fees	

Fee Schedule Notes:

- A. All fees are non-refundable, and are due at the time of application unless otherwise noted.
- B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, are deposited into the City’s General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City’s General Fund, with the exception of the payment of Impact Fees, in order to eliminate duplicative and unnecessary accounting for payments and deposits within the same City fund. The payment of Impact Fees out of the City’s General Fund shall continue to apply.
- C. All ~~development review and~~ permit fees include a \$10 filing fee assessed by the Burlington Clerk and Treasurer’s Office as required by state statute unless otherwise noted.
- D. Checks should be made payable to the “City of Burlington.” Credit cards are ~~not currently~~ accepted (Visa, MC, and AmEx) for a \$3 processing fee plus 2.65% for transactions over \$123.00.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double or triple the application fee as specified under Sec. 2.7.7 of the *Burlington Comprehensive Development Ordinance*.
- F. “ECC” is the Estimated Construction Cost as specified under Sec. 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.

G. The Administrative Officer shall make the determination if an application should be treated as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area effected by the proposed amendment.

G.H. For permit applications submitted from July 1, 1998 to July 1, 2009, the Final Certification Occupancy fee is \$20 plus 10% of the zoning permit application fee. (From 7/1/1998 - 7/1/2009, the filing fee assessed by the Burlington Clerk Treasurer’s Office was paid at the time of the original zoning permit application.)

H.I. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Sec. 3.2.4(a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year ~~2018-2019~~ this amount is \$ ~~2X~~,000.

Commented [DEW4]: Added to reflect and document current practice

Commented [DEW5]: Will be updated on July 1

ZONING CERTIFICATE OF OCCUPANCY AFTER THE FACT (ATF) FEE SCHEDULE

An After the Fact (ATF) fee is required if a Zoning Certificate of Occupancy (ZCO) is not requested in writing to the Code Enforcement Office prior to the expiration date of the underlying Zoning Permit, and the property owner has not obtained the required Temporary Zoning Certificates of Occupancy (TZCO).¹ The fee is to assist in recovering the cost of extra resources necessary to address an older permit, factoring in the level of review required and TZCO fee requirements.

- For permits reviewed by the DRB with expiration dates after January 31, 2009, the ATF is **\$150 per TZCO** required previously, with a **maximum ATF amount of \$450**.
- For permits reviewed administratively with expiration dates after January 31, 2009, the ATF is **\$150 or the permit application fee, whichever is less**.
- For permits approved on or after July 13, 1989 that expired on or before January 31, 2009, there is a nominal ATF fee of \$75 for the extra work required.

Zoning permits issued for the following are exempt from an ATF:

- Fence
- Sign
- Awning
- Lot line adjustments
- Satellite dishes
- Handicap ramps
- Demolition only
- Permits approved before July 13, 1989
- Permits that do not require an independent site visit from code staff for closure
- Stormwater only

Please note that all other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.

¹ Prior to occupancy or the expiration of a zoning permit, a certificate of occupancy is required. If the project is not ready for a final certificate of occupancy, it may get a temporary certificate of occupancy so long as there are not health or safety concerns. Each TZCO has a fee of \$150 and is valid for up to 180 days.